



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Job Title: Systems Analyst

Position Number: EC025

Position Grade: GS-15

Salary Range: \$103,690.00 - \$172,500.00 (not applicable to detailees)

Vacancy Open Period: 04/15/2021 – 04/30/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and Detailees

Division: PC/RCE

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at GS-15 and two grades below the advertised position may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
 - Current Federal Government employees. (Current GS employees in the grade of GS-15 and two grades below the advertised position may apply.)



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- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees in the grade of GS-15 and two grades below the advertised position may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

Major Duties and Responsibilities (MDRs)

- Lead, plan, and design major analytic and evaluative studies and reviews of cross-cutting Intelligence Community (IC) issues and programs to identify investment alternatives for Director of National Intelligence (DNI) decision.
- Lead, plan, and apply knowledge of a broad range of systems analysis and statistical methods to assess current and proposed IC programs and make recommendations on how to improve program effectiveness.
- Provide strategic guidance and leadership in successfully managing and aligning multiple projects, capabilities, and investment strategies to improve the efficiency and effectiveness of IC-wide operations.
- Lead, direct, and manage the application of high-level scientific research methods, analytical techniques, and other methodologies in order to develop analysis that informs major decisions within the Office of the Director of National Intelligence (ODNI) and the IC.
- Oversee, manage, and guide the development of systems analysis and statistical methods to assess current and proposed programs and propose alternative courses of action or solutions to promote improved functionalities.
- Direct, oversee, and, conduct in-depth analysis of portfolios to ensure alignment with organizational objectives, ODNI and IC policies, and guidance from Office of Management and Budget, Congress; present findings, conclusions, options, and recommendations to ODNI senior management
- Lead, design, and implement appropriate analysis, studies, investigations, and examinations of ODNI and IC programs and plans; construct and use simulation models, organize analysis teams and conduct analyses, and prepare written reports and briefings documenting these technical efforts.
- Lead, plan, and develop background papers, talking points and other analytic products to support IC senior leadership to make informed programmatic decisions.
- Lead, initiate, cultivate, and maintain productive working relationships with IC stakeholders, colleagues, and users to analyze systems and operations performance metrics, reporting requirements, and exchange knowledge and leverage information sharing techniques regarding current and proposed programs

Mandatory Requirements



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- Superior interpersonal, technical, and analytical skills required to effectively manage sensitive issues and expert ability to plan, lead, and implement complex technical projects.
- Superior ability and/or academic background in systems engineering, operations research, systems analysis or modeling and simulation.
- Expert experience developing and applying quantitative and qualitative methodologies for decision support or systems analysis to identify alternatives for resolving complex issues.
- Superior oral and written communications skills, including ability to clearly convey complex information and ideas at all levels of management.
- Superior ability to lead and promote the development and use of a broad range of analytical tools and approaches to research, analyze, and present findings, conclusions, and recommendations (systems analysis, statistical methods, simulation modeling, etc.).
- Superior ability to develop consensus recommendations and to solicit input from colleagues and peers; superior ability to remain open-minded and change opinions on the basis of new information and requirements.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNi website](#).*

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

Applicants from federal agencies outside the IC must provide:

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



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- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: applications should be sent to either DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system). Applicants experiencing technical issues should contact the HR POC for guidance. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment Team B; Phone: 301-243-1318

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOC EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION**



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REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.